

Pre-Event Checklist

Please email or fax back to the HHW Coordinator at (615) 532-0886 at least one month prior to your scheduled collection date. The items in bold are mandatory items-- please initial next to the item to indicate that you understand the requirement. An electronic version of this form is available for download at www.tdec.net/swm/hhw/coordinator.shtml.

County:

Event Times:

Event Location:

Site Contact Name:

Contact Office Number:

Contact Cellular Number:

(or other after hours number)

The county advertised the event and provided the following required information.

- The DATE; the LOCATION; and the HOURS of OPERATION;
- Acknowledgement that costs are paid by the TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION;
- A list of **excluded** items: MEDICAL and INFECTIOUS WASTES, AMMUNITION and EXPLOSIVES, RADIOACTIVE WASTES, INCLUDING SMOKE DETECTORS, ANY EMPTY CONTAINERS, and WASTES FROM NON-HOUSEHOLD SOURCES SUCH AS BUSINESSES, SCHOOLS, FARMS, CHURCHES, ETC., and
- Small amounts of Latex paint may be dried until solid and thrown away in the regular trash.
- Alkaline batteries no longer contain mercury and therefore should be thrown away in the trash.

Please include the fax copies of the advertisements.

The site will be accessible for the HHW Contractor to set up.

The site may be accessed at _____ on the Friday evening before the event.

The site may be accessed at _____ on the morning of the event. (At minimum the site should be accessible at 6:00 am local time.)

A receptacle for solid waste will be placed at site for the contractor's use.

The receptacle will have a capacity of _____ yds.

There is a contingency plan if the receptacle is filled. Yes or No

A separate receptacle will be provided for cardboard recycling. (optional) Yes or No

List any requirements on the dumpster use.

The county has signed up for the RBRC program and will manage all small batteries and cell phones at the event.

Alkaline batteries may be thrown away in the trash. All other small batteries and cell phones can be handled FREE through the Rechargeable Battery Recycling Corporation (www.RBRC.org).

The county will manage the lead acid batteries collected at the event.

How do you want the lead acid batteries gathered e.g. palletized and secured with shrink wrap, placed directly on trailer, etc.?

The county will manage the empty cylinders (propane, freon, helium) that are brought in to the collection.

How do you want the cylinders gathered e.g. palletized and secured with shrink wrap, placed directly on trailer, land filled, etc.?

A county representative will be on site for the duration of the collection event.

The county will provide volunteers to direct traffic and gather survey information.

Also, the county will provide additional volunteers dedicated to assisting the contractor. These volunteers will be over 18 years of age and dressed in long pants and closed shoes. They should arrive a minimum of 30 minutes prior to the start time of the event for a safety briefing.

The minimum number of volunteers is one (1) volunteer for every 125 anticipated households. The county will have _____ volunteers to assist the contractor. Volunteer activities will be limited to building and moving cubic yard boxes; unloading and palletizing electronic wastes and/or lead acid batteries; breaking down cardboard for recycling; and other non-hazardous duties.

Plans to divert additional waste streams from the HHW contractor (ie. ewaste, paint recycling, oil, antifreeze, etc.) must be approved by the TDEC HHW Coordinator one month prior to the event.

Please explain in detail any waste diversion plans or activities by the county.